

## RECORD OF MODIFICATION

**INSTRUCTIONS:** This form is required anytime there are deviations in the field from, or modifications are made to any of the following documents: Sampling and Analysis Plan (SAP), Quality Assurance Project Plan (QAPP) Site-Specific Health and Safety Plan (Site HASP), and Standard Operating Procedures (SOPs). If deviations/modifications are made to multiple documents, complete a separate Record of Modification Form for each document.

**Requestor:**

**Title:**

**Name of Site/Field Event:**

**Date of Modification:**

**Modified Document (Provide Title and Document Number, if applicable):**

**What was the modification?**

**Justification or Reason for the Modification:**

**Technical Review/Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**EPA Review/Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The original Record of Modification form is made as an attachment to the Sampling Activities Report (SAR) and a copy is sent to all individuals in the List of People to Notify.

*(RPM or designee)*

**List of People to Notify:**

<b>Name</b>	<b>Title</b>	<b>Agency</b>	<b>Email Address</b>